System Training and Response (STaR) Team – SAIS Information Series

Upload/Download Procedures in SAIS (SPED Specific)

Step-by-Step Instructions for Submitting (Uploading) Files to SAIS

1. Enter all information required for SAIS reporting into the student management system (SMS).

2. Validate that the information is complete and accurate.

3. Follow the procedures specified by the SMS vendor or local system developer necessary to create and save a submission file.

4. Navigate to the Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon

5. Enter username and password.

6. Select "Student Detail Data Interchange" from the Application Access Menu.

7. Select the individual school for which you are submitting a file, from the dropdown menu. If you are submitting a file at the district/charter holder level, leave the selection as it is initially displayed.

8. Click "Upload Area"

9. Enter the path and file name or "Browse" for the file you wish to submit. *(The extension of the file will be .sdf or .xml)*

10. Click "Go"

Notes:

- *Though you will likely see a message that the file has been successfully submitted, it is still necessary to follow the directions below to check the file status.*

- *File processing time may vary based on system activity.*

11. Click "Status Area"

12. Enter information to limit the number of files returned by sequence number range, date range, or just click "Go" *(recommended)* to return all submitted files for the selected fiscal year.

File level status messages

File level status messages relate to the file as a whole. Submitted file status includes:

- **File Waiting to be Processed**

- **File Being Processed/Pending** – The submitter should not make subsequent submissions while files are processing or pending. It is strongly suggested that the submitter wait for the status message to change to show that processing is complete before downloading results and/or submitting another file. *(Sample messages: File is being processed, File is waiting to be processed, File processed, but contains transactions pending student matching)*

- **Rejected File** – No individual transactions are processed when a file is rejected. The submitter must address the problems that caused the file to reject and resubmit the file. *(Sample messages: File rejected due to validation errors, File rejected due to invalid header)*

- **Accepted File** – A file that is accepted may be error free or contain errors in individual transactions. *(Sample messages: File processed successfully, File processed with errors)* In either case, since the submitted file was processed, the next submitted file must contain the next file sequence number. If a file contains transactions with errors, the submitter should resolve the errors attributed to individual transactions. If errors are appropriately addressed prior to the creation of the next submission file, the SMS should automatically include transactions containing the missing or previously inappropriate transaction elements.

Clarification: A file may be accepted even though it contains individual transactions that may be rejected. Example: XYZ Elementary School submits a file that is accepted. Transactions submitted for one or more individual students may process successfully while other transactions may be rejected. Rejected transactions generate a transaction level error message.

Step-by-Step Instructions for Downloading Results from SAIS

SAIS generates several files and reports which are available for use by submitters through a download process. The instructions below are for downloading the reports that are specific to SPED Services. As of publication of this document, the reports mentioned here are only available at the school level.

SDSPED71

Note: Skip steps 1-4 if you are already on the Student Detail Data Interchange and have chosen the appropriate school from the dropdown list of available schools.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon

2. Enter username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view reports from the dropdown menu.

5. Click "Download Area"

6. Verify or enter the fiscal year for which you wish to view a report.

7. Select SDSPED71.

8. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text

Note: *We normally recommend using Portable Document Format (PDF) to view these reports. This requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at* http://www.adobe.com

9. Click "Go"

10. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing and/or printing.

Student Integrity Status Report

Note: Skip steps 1-4 if you are already on the Student Detail Data Interchange and have chosen the appropriate school from the dropdown list of available schools.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon

2. Enter username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view a Student Integrity Status Report from the dropdown menu.

5. Click "Download Area"

6. Verify or enter the fiscal year for which you wish to view the report.

7. Chose Student Integrity Status Report.

8. Select the appropriate format. Choose from XML or Simple Text

Note: *We normally recommend using XML format to view this report. Depending on computer configuration, some users may have to save the file before it will open. Those who use Microsoft Windows XP may be able to set some security settings to enable the file to open directly in a browser window without first saving it.*

9. Apply the filter to show only SPED related integrity messages if desired.

10. Leave "Retrieve Failures Only" set to "Yes" unless you wish to view integrity warnings as well as failures.

11. Click "Go"

12. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing.

13. If the report was downloaded in XML format, click on red exclamation marks to open each record for viewing or click on "Expand All."